

## TABLE OF CONTENTS

	<u>Page</u>
<b>PART ONE: About Recontracting .....</b>	1
<b>1. <u>Introduction</u>.....</b>	1
1.1 Purpose .....	1
1.2 W-2 Philosophy .....	1
1.3 Department's Policies & Procedures .....	2
<b>2. <u>Responding to Recontracting Instructions</u>.....</b>	2
2.1 Funding Availability .....	2
2.2 Performance Standards .....	2
2.3 W-2 Geographic Areas.....	3
2.4 W-2 Geographic Areas Open for Competition .....	3
2.5 Right of First Selection.....	3
2.6 Right of First Selection Agencies Letter of Intent to Contract or Relinquish RFS.....	3
2.7 Who May Apply .....	3
2.7.1 Legal Entities.....	3
2.7.2 Consortiums .....	4
2.8 Integration of Services .....	5
2.9 Program Plan Review by Workforce Development Boards .....	5
<b>3. <u>Anticipated Timetable</u>.....</b>	5
<b>4. <u>Resources</u>.....</b>	6
4.1 Reference Materials .....	6
4.2 Proposer Agency Conference and Right of First Section Recontracting Meeting .....	7
4.3 Recontracting .....	7
4.4 Submission Requirements for RFS W-2 Plan.....	7
4.5 Review of RFS W-2 Plans .....	8
4.6 Contact for Questions .....	8
<b>PART TWO: W-2 AND RELATED PROGRAMS PLAN .....</b>	18
<b>Section One: Capacity Plan.....</b>	18
<b>1. <u>Capacity Response Items</u>.....</b>	18
1.1 Program Identification/Organization.....	18
1.2 Executive Summary .....	18
1.3 Organizational Description and Structure .....	19
1.4 Agency Experience in Managing Programs/Providing Services.....	19
1.5 Planning .....	20
1.6 Staffing Structure .....	21
1.7 Geographic Locations/Sites of Services .....	21
1.8 Purchase of Service and/or Subcontracts.....	22
1.9 Quality Assurance/Improvement Monitoring, Evaluation, Corrective Action .....	22
1.10 Customer Service and Satisfaction.....	23
1.11 Personnel Systems .....	24
1.12 Training and Employee Development.....	24
1.13 Coordination and Collaboration .....	25
1.14 Community Steering Committee .....	26
1.15 Children's Services Network .....	27
1.16 Financial Management.....	27
1.17 Insurance .....	28
1.18 Information System Technical Requirements .....	29
1.19 Cost Proposal.....	30
1.20 Proposer Agency References .....	31
1.21 Affidavit of Fair Competition .....	31
1.22 Designation of Confidential and Proprietary Information .....	31

1.23	Minority Business Preference .....	31
1.24	Certification Regarding Debarment.....	31
1.25	Lobbying.....	32
1.26	Transition Responsibilities of a New W-2 Agency .....	32
<b>Section Two: Program Plan.....</b>		<b>34</b>
<b>2. Program Response Items.....</b>		<b>34</b>
2.1	Participant Flow.....	34
2.2	Participant Employment Services .....	35
2.2.1	W-2 Employment Position Development .....	35
2.2.2	W-2 Participant Placement in W-2 Positions .....	36
2.2.3	Employer Services .....	37
2.2.4	Financial Employment Planning and Case Management.....	37
2.2.5	Serving a Population with Serious and Multiple Barriers to Employment.....	38
2.2.6	W-2 Time Limits .....	39
2.3	Food Stamp and Employment Training .....	40
2.4	Job Retention and Advancement.....	41
2.5	Education and Training Services .....	41
2.5.1	Support and Other Services.....	42
2.5.2	Transportation .....	44
2.5.3	Workforce Attachment and Advancement .....	45
2.5.4	Job Access Loans .....	45
2.5.5	Learnfare.....	46
2.5.6	Refugee Cash Assistance.....	46
2.5.7	Emergency Payments .....	46
2.5.8	Earned Income Credit and Other Tax Credits .....	47
2.5.9	Minor Parents Services .....	47
2.5.10	Non-custodial Parent Services.....	48
2.5.11	Child Support .....	48
2.5.12	Emergency Assistance .....	48
2.5.13	Supportive Service Plan.....	49
2.5.14	Dispute Resolution and Fact Finding .....	49
2.5.15	Benefit Overpayment Recovery .....	50
2.5.16	Public Assistance Fraud .....	50
<b>Section Three Forms.....</b>		<b>52</b>
Form 1:	Agency Identification	
Form 2:	Cost Proposal	
Form 3:	Proposer Agency References	
Form 4:	Affidavit of Fair Competition	
Form 5:	Designation of Confidential and Proprietary Information	
Form 6:	Minority Business Preference	
Form 7	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	
Form 8:	Lobbying Form	
Form 9:	Disclosure of Lobbying Activities Form	
Form 10:	Confidentiality Acknowledgement	

## **PART THREE: ATTACHMENTS .....**

- Appendix A - Allocations Stipulations for the 2004-2005 W-2 and Related Programs
- Appendix B - Performance Standards
- Appendix C - Milwaukee County W-2 Regions
- Appendix D - Competitive Geographic Areas and Right of First Selection Agencies
- Appendix E - Workforce Development Areas
- Appendix F - DWS Regional Offices/Department's Contract Managers
- Draft Wisconsin Works (W-2) and Related Programs Contract for the period January 1, 2004 through December 31, 2005